

# Instructions for Submitting the Campus STaR Chart (For Campus Administrators)



After the staff of a campus has met their 100% requirement the Principal should complete the final step of submitting the campus STaR Chart Assessment.

1. Using an Internet Browser, open the STaR Chart login page, <http://starchart.esc12.net/login.aspx>.
2. Enter the nine digit campus username, 015907xxx, the last three digits being the campus number.
3. Enter the password, as below and click on Login

4. On the top menu, select Campus STaR Chart.

5. After the page opens, notice the red letters/numbers to the right of the individual areas of assessment. The **X** will be the final assessment by the Principal. The **(2)** is the average of the teacher responses. This number can range from 1 (Early or lowest) to 4 (Target or highest).

6. To begin the final assessment, click on the **BEGIN** button and view the following. There are several areas of importance in this window.

The screenshot shows the STAR CHART interface for the Texas Education Agency. The header includes the STAR CHART logo and a navigation bar with links: Campus Home, Teacher List, and Profile Update. The main content area is titled 'TL-1 Focus Area : Patterns of Classroom Use' and contains a list of assessment items. The items are organized into four categories: Early, Developing, Advanced, and Target. Each category has a description of the focus area and a list of assessment items. The 'Developing' category is currently selected, and the 'TeacherAvg' is displayed. The 'Next' button is visible at the bottom right of the main content area. Annotations A through E are placed on the interface: A points to the index of assessment items on the left; B points to the 'TL-1 Focus Area : Patterns of Classroom Use' header; C points to the 'TeacherAvg' text; D points to the 'Next' button; and E points to the 'Next' button.

- Index of assessment items: TL-1/6, EP-1/6, L-1/6, and INF-1/6. Selecting an item from this list will move directly to that item.
  - The area of focus
  - The **TeacherAvg**
  - Answer options, read each and select the **TeacherAvg** or the statement that you feel best describes the campus. Early being the lowest or a 1, Target being the ultimate goal/highest or a 4.
  - Navigation option, Click on **Next** or **Previous** to move from one item to the next. Responses can be changed at any time.
- Select your answer by clicking in the square to the left of the option. Once the selection is made the assessment automatically moves to the next item on the list. The **red** item in the index is changed to black and lists the assessment entered. For example, "TL-1" becomes "TL-1 Developing (2)."
  - After all 24 items have had a response entered, the Campus STaR Chart will return you to the main menu. You must go back and select Campus STaR Chart and click on the SUBMIT button in order for the STaR Chart to be submitted.

You may submit your chart (click here) ==>

Submit